



Part-time Data and Office Manager

Job Summary: The Data and Office Manager is the Cascade Forest Conservancy lead for office and database management, technology, and human resources, and assists with membership communications. With supervision from the Executive Director and consultation with staff and leadership, the Manager is responsible for the organization's administration of donor CRM and merchant processing services, maintains office technology, equipment, and supplies, and handles HR and front desk issues.

Duties:

Office Administration; website and IT support

- Ensure employees have the necessary technology, supplies, and equipment to perform work efficiently
- Sets up and maintains all office technology and resolves problems and issues
- Sets up and maintains office network, wireless internet, backup drives, printers and phone system
- Maintains and improve website content and functionality
- Maintains phone system; answers phones and daily monitors office voicemail and responds to membership concerns
- Serves as the office Google and Gmail administrator
- May assist with social media posts and e-newsletters and alerts through Vertical Response

Database and Membership

- Salesforce and iATS (linked merchant processor) master user for the organization and all its uses; develops user guides and trains staff
- Helps improve Salesforce database functionality
- Enters and maintains accurate and timely member data in Salesforce
- Creates campaigns and pulls reports from Salesforce as requested
- Performs mail merges and puts together appeal letters with development manager

Human Resources

- Manages hiring processes – from job advertisements to interview scheduling and paperwork
- Maintains Employee Handbook and organized personnel files
- Understands and maintains office and board insurance policies
- Responds to questions on personnel and office policies
- Recruits and supervises office volunteers, interns, and admin work-study students
- Maintains records of board meetings and decisions
- Other duties as assigned

Job Requirements:

Education

Bachelor's Degree; degree in IT or nonprofit management preferred.

Experience

- Experience administering Salesforce or a similar database for a nonprofit organization.
- IT experience setting up and troubleshooting office technology, including phones, computers, iPads, printers, networking, and backup systems.
- 2-3 years' experience in administration and managing an office, preferably in a non-profit setting.

Qualifications

- Strong analytical and communication skills
- Skills in office management and multi-tasking
- HR skills and knowledge regarding hiring
- IT problem solver
- Familiarity with Salesforce or other CRM
- Proficient in Excel and Microsoft Office Suite

Job Success Factors

- Works independently with supervision from Executive Director
- Ability to understand all uses of database and interactions with iATS and maintain consistent donor data information
- Office technology runs smoothly and IT concerns handled efficiently
- Office is clean and organized with the supplies and equipment necessary to operate effectively
- Effective computers skills with various programs and software
- Data entry is thorough and projects done in a timely manner

Salary and Benefits: This position is part-time, up to 20 hours/week, at \$16/hr. CFC offers a flexible, family-friendly work environment. Flexible hours can be accommodated, as long as the person is present and available for staff and office needs 3-4 times/week during normal office hours. Position will include up to 10 days of vacation per year, dependent on hours worked.

How to Apply: Please send one pdf file to mlittle@cascaforest.org. The file should include a detailed resume and a cover letter explaining your interest in this position and how your skills and experience match the responsibilities and requirements. Please put your name and the job title in the subject of the email and in the pdf file name. References will be required if you are considered for the position.